

Library Media Center

Space & Technology Reservation Policy

LMC Space includes

- Main Room [5 tables; 4 desktops; 30 students maximum]
- LMC Lab [8 desktops; 10 students maximum]

LMC Technology includes

- LMC Lab Desktops [8]
- 1st Floor Laptops [24] – **Cart located in A100**
- 2nd Floor Laptops [24] – **Cart located in LMC**
- SMART Response Clickers [7 cases]
- Presentation Clickers/Laser Pointers [4]
- Snowball USB Microphone [1]
- Flip Cameras [3]
- GoPro Camera [1]
- iPod touches [75]
- USB Headsets [5]
- Dell Tablets [2]
- Assorted AV accessories and equipment [Please ask]

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1. Before making a request, staff members are encouraged to consult the **Reservations Calendar [linked on LMC webpage]** to determine availability.

Important note: **1st Floor Laptops are intended for use by staff on the 1st floor ONLY.**
2nd Floor Laptops are intended for use by staff on the 2nd floor ONLY.

2. All staff members are encouraged to make reservations via the online **Reservation Form**. This allows LMC staff to enter and confirm requests efficiently.
3. Once a request has been entered, staff will **receive a confirmation email with the reservation details**. Staff may also consult the Reservations Calendar to confirm the reservation.
If a confirmation email is not received within one week, please contact the LMC staff!
4. If **changes to or a cancellation of** a reservation is needed, staff members may contact the LMC staff.
5. Technology reservations may be **retrieved by the reserving staff member OR by students sent with permission**.
6. If any **equipment issues** arise, staff members may fill out the **Issues Log** (on laptop carts) and/or contact LMC staff for assistance. If necessary, Help Desk will be alerted.
7. Equipment **must be returned** at the end of the reservation.